

2017-2018 SUMMARY OF BENEFITS FOR HARRIS COUNTY EMPLOYEES

Employee Benefits Program is administered by Harris County through the Office of Human Resources & Risk Management.

Additional benefits information is included in the Harris County Resource Guide available online at: www.harriscountytexas.gov/hrrm.

☒ Indicates the benefit is available on the first day of the month following two full months of employment.



☒ **MEDICAL BENEFITS** - Harris County medical plans are offered through Cigna and allow employees the opportunity to choose any doctor or other health care provider. Employees are given the opportunity each January to choose between the Base Plan and the Base Plus Plan. Neither plan requires a Primary Care Provider selection or referrals for specialist visits. The "Base" level plan provides benefits at no cost for employee-only coverage. The County will pay 50% of the incremental cost for dependent coverage. Both plans contain the same level of prescription drug benefit coverage. The Resource Guide describing these benefits is available electronically at www.harriscountytexas.gov/hrrm under the Active or Retiree Resource Guide tab.

☒ **DENTAL BENEFITS** - Harris County employees have the option of choosing either a Dental HMO (DHMO) or PPO Plan through United Healthcare Dental. Eligible dependents enrolled in the medical plan also are covered under the dental plan. Each family member may choose an individual provider.

☒ **VISION BENEFITS** - Harris County Vision Care Program is offered through Superior Vision of Texas. Vision coverage is provided automatically for employees and each dependent enrolled in a medical plan.

☒ **FLEXIBLE SPENDING ACCOUNTS** - Employees may participate in Health Care Flexible Spending Accounts (FSA), which allow employees to set aside pre-tax dollars, up to \$2,544 annually. The FSA may be used to pay for eligible expenses incurred during the plan year for out-of-pocket health, dental and vision expenses for the employee and/or their covered dependents. The Dependent Care FSA allows employees to use pre-tax dollars to pay for the care of their child under age 13, physically/mentally handicapped older dependents, and elder dependents while employees are at work.

☒ **LIFE INSURANCE** - Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance offered by Dearborn National Insurance Company provides protection for the employees' family in the event of the employees' death or accidental injury. The County currently provides, at no charge, a \$30,000 basic level of insurance and a \$5,000 level of basic AD&D to eligible employees. Dependent Life Insurance coverage (available for dependents covered under your medical plan) provides \$5,000 for the employee's spouse and \$2,000 per child. Employees also have the opportunity to increase their level of life insurance coverage for up to three times their base annual salary.

LONG-TERM DISABILITY (LTD) INSURANCE - This insurance offers a free Basic LTD and an Optional LTD. The Basic LTD coverage replaces 50% of the first \$10,000 of pre-disability covered earnings. The Optional LTD increases your monthly benefit to 60% of your pre-disability covered earnings. This also extends the length of disability benefits from two years with the Basic LTD plan to age 65+ with the Optional LTD Plan. There are additional exclusions and limitations that apply to your LTD coverage. For more information, visit: www.cigna.com. Employees are eligible for this benefit after a year of employment.

RETIREMENT - Retirement plans are designed for Harris County employees to help provide financial security in later years. Mandatory participation is required in the Texas County and District Retirement System (TCDRS). For more information, visit: www.tcdrs.org. A 7% deduction of the employee's gross salary will be placed in their TCDRS account. Upon retirement, the cumulative retirement amount saved by the employee is matched by Harris County at \$2.25 for every dollar.



This summary prepared by:



HARRIS COUNTY

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2017-2018 SUMMARY OF BENEFITS FOR HARRIS COUNTY EMPLOYEES (cont'd.)

DEFERRED COMPENSATION - Harris County offers employees a choice of three optional deferred compensation "457" savings/investment plans in which employees may participate on a voluntary basis. These plans are offered by Voya Financial, PEBSCO (Nationwide Retirement Solutions) and Valic.

☒ **EMPLOYEE ASSISTANCE PROGRAM (EAP)** - The focus of this program includes work/life balance, improved lifestyle, better physical and mental health, and total well-being. Confidential assistance is available 24 hours a day, 7 days a week when using the Cigna Employee Assistance Program (EAP). All information is confidential between Cigna EAP and the employee. This is a service provided to employees or any member of their household at no additional cost. Benefits of the Employee Assistance Program include eight counseling sessions annually per issue, free initial legal consultation, discounts on continuing legal services, and free initial financial consultation.

EMPLOYEE WELLNESS - Employee Wellness programs promote improved overall health and wellness for all employees, retirees and covered dependents. Harris County has a health and wellness center located downtown. For more information on the program, contact HRRM at 713-274-5500.

EMPLOYEE TRAINING - Harris County Human Resources & Risk Management (HRRM) provides a variety of free training programs to help employees with job-related tasks to improve interpersonal skills, and to effectively balance your work and personal life. Through a collaborative effort with the Harris County Attorney's Office, HRRM also offers training designed specifically for Harris County managers and supervisors to ensure compliance with state and federal laws that govern the employee/employer relationship. HRRM has an extensive library of resource materials employees may use as needed.

HOLIDAYS - Each year, Commissioners Court approves and designates the paid employee holidays for the next calendar year. Regular full-time employees receive eight hours of pay on these designated holidays. Employees also receive one 8-hour Floating Holiday per payroll year. For a list of county-observed holidays, visit: www.harriscountytexas.gov/holidays.aspx.

VACATION - Each pay period, regular full-time employees earn a designated number of vacation hours. The annual accrual of vacation hours is 80 hours for the first five years of employment. Between five and 15 years of employment, employees accrue 120 annual vacation hours. Employees accrue 160 annual vacation hours between 15 and 25 years of service. Employees accrue 200 vacation hours after 25 years of service. For more information, visit: www.harriscountytexas.gov/hrm/PersonnelRegulations.aspx.

☒ **SICK LEAVE** - Employees earn a maximum of three sick hours each pay period, pro-rated based on hours compensated each week. The maximum accrual is 720 hours or 90 days. Employees may apply up to 24 hours (or three days) of their sick hours per Payroll Year towards Family Sick and Wellness Leave to care for an Immediate Family Member.

OTHER LEAVE - Harris County offers the following types of leave: Bereavement, Military, Jury and Witness Duty, and Family and Medical (FMLA). The County provides employees with Compensatory Time and Workers' Compensation in accordance with applicable law.

LONGEVITY PAY - Employees receive Longevity Pay equal to \$60 per year for each full year of Creditable Service, subject to a maximum credit of 30 years. This benefit is available as of March 1st following one year of employment.

DIRECT DEPOSIT - The County issues bi-weekly pay through direct deposit or a pay card. Paper checks are not issued by the County.

CREDIT UNION - All current and retired employees of Harris County, their immediate family members and anyone who lives, works, attends school or worships in the following zip codes is eligible for membership - 77002, 77003, 77004, 77006, 77011, 77020, 77023, 77026. For more information, visit: www.hcfcu.com.

